

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-060**

<b>CLASSIFICATION TITLE</b> Senior Land Surveyor	<b>OFFICE/BRANCH</b> Program Delivery/Real Property/Right of Way Delivery Section/Right of Way Engineering	<b>LOCATION</b> Fresno
<b>WORKING TITLE</b> Right of Way Mapping	<b>POSITION NUMBER</b> 311-001-3049-002	<b>EFFECTIVE</b> 12/20/2018

**GENERAL STATEMENT:**

Under the general direction of the California High-Speed Rail Authority's (Authority) Supervising Transportation Engineer (Assistant Deputy Director of Real Property), the Senior Land Surveyor assists in providing state wide project coordination, technical assistance, and guidance for all matters concerning one or more functional areas, with an emphasis on transportation surveying work.

The Senior Land Surveyor must possess a valid California Land Surveyor's License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement).

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

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|---------|---|
| 35% (E) | Assists in or acts as the Authority's Right of Way (R/W) Engineering and Land Survey (RWELS) Contract Manager for varied and difficult transportation surveying work involving the supervision of consultant surveyors, several survey field crews or office surveyor teams engaged in all phases of transportation surveying activities. Performs other difficult and complex surveying work relating to transportation projects, research studies, and development of transportation surveying policies and procedures; provides technical oversight of consultants or local agency staff performing right of way engineering work related to the development of State transportation projects. |
| 30% (E) | Assists in providing statewide project coordination with emphasis on RWELS; tracks schedules and reporting status to management, with recommendations for meeting project schedules.  |
| 25% (E) | Assists in the development and maintenance of the RWELS section of the Authority's R/W Manual; provides guidance and interpretation to the RWELS Contractors on Section 6 of the Caltrans R/W Manual until the Authority's Manual is completed.   |
| 10% (E) | Act as stand-in and substitute for Assistant Deputy Director of Real Property during scheduling conflicts. Acts as an advisor to the Assistant Deputy Director of Real Property and other staff for land surveying matters.   |

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## **KNOWLEDGE AND ABILITIES:**

**Knowledge of:** Fundamental surveying, mathematics, and basic science as applied to surveying; methods of precise survey measuring; use and adjustment of precision surveying instruments; procedures, equipment, and materials used in surveying, including conventional and state-of-the-art; mapping and drafting techniques; mathematics and procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; photogrammetric mapping procedures; principles and practices of boundary determination, land title research and surveying; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of property; real property acquisition and mapping laws pertaining to public and private ownership of real property; monumentation of facilities; factors which influence the impact of departmental projects on property and basic net; right of way engineering projects; planning, design, construction and right of way procedures and policies as they relate to surveys; the Land Surveyors' Act, Subdivision Map Act and other statutes related to land surveying; departmental plans, standards, policies and procedures for planning, design, right of way and construction as they relate to surveys; methods, equipment and materials used in the surveying and mapping of State facilities; computers and state-of-the-art surveying and related equipment; principles of effective communications and supervision; a supervisor's role in safety, health and labor relations and the processes available to meet these program objectives; department's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives; all phases of surveying performed by the Department, and principles, techniques of personnel management and supervision.

**Ability to:** Perform the less complex field and office surveying work; make precise survey measurements; interpret legal descriptions of real property; make and interpret the less difficult survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, check and adjust survey data; research and compile evidence and documentation for boundary determination; assist in the planning, directing and coordinating the work of a group of survey or right of way engineering personnel; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions and prepare legal land documents and descriptions; operate precise surveying instruments (conventional and state-of-the-art); establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively both orally and in writing; perform complex field and office surveying work; make and interpret difficult survey calculations; lead and direct the work of a survey party; make necessary corrections and/or revisions to construction plans, under direction of the Resident Engineer, when required to meet field conditions and/or comply with policies and standards; plan and direct the work of a staff engaged in survey and right of way engineering office work; plan and direct the work of a staff engaged in resolution of legal property descriptions; prepare and coordinate the preparation of appraisal maps, deeds and interpretation of legal property descriptions; prepare clear and comprehensive reports and technical correspondence; review the work of others for compliance with legal requirements, policies and specifications; analyze situations accurately and adopt an effective course of action; effectively contribute to the departmental safety, health and labor relations objectives; effectively contribute to the department's Equal Employment Opportunity objectives; evaluate computer hardware and software utilized in land surveying; evaluate land survey equipment; plan and direct the work of staff assigned to a variety of surveying related projects in surveys and/or right of way engineering.

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**DESIRABLE QUALIFICATIONS:**

- Broad base of successful experience in right of way engineering and/or land survey work which he or she will be responsible.
- Requires an ability to make effective oral presentations before the public, willingness to work at odd hours, and to travel throughout the State.

**SUPERVISION EXERCISED OVER OTHERS:**

This position will not supervise, but will oversee and provide technical assistance and guidance to consultants, staff, and other state and federal employees who work on the High-Speed Rail project. On individual projects, the incumbent may serve in a lead capacity over other Authority and consultant staff.

**PUBLIC AND INTERNAL CONTACTS:**

The incumbent will have extensive contact with Authority managers and a full range of executive and management levels in government, local agencies, private sector entities, railroads, other stakeholders and those private citizens who may be concerned or impacted by the High-Speed Rail project. The incumbent must be able to establish and maintain good relations in all such contacts.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Incumbent is responsible for statewide right of way engineering land survey activities over the 800-mile route for the project, involving thousands of complex industrial, residential, commercial and railroad properties. The right of way required for the project must be acquired in compliance with many laws and regulations while working in an emotional and politically charged environment. Errors in judgment or leadership could result in extensive project delays, escalated project costs, loss of funding, extensive litigation against the state, and serious loss of goodwill and credibility with the public. The success of the California High-Speed Rail program depends on an extremely competent and effective Senior Land Surveyor.

**PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Incumbent must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse, and video display terminal and will be required to sit for long periods of time at a computer screen. Incumbent must develop and maintain cooperative working relationships and display respect for others in all contact opportunities. Incumbent must be flexible and able to handle a multifaceted, developing office environment.

**WORK ENVIRONMENT:**

Incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to travel outside of his/her workstation to perform general tasks. Incumbent will be required to travel to any location associated with the Authority and stakeholder locations for meetings, consultations with property owners, or other property related purposes, as needed.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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